



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2010-21

June 4, 2010

Open To: All Interested persons
Position: Carpenter FSN-1210 - 4
Opening Date: Immediate
Closing Date: June 21, 2010
Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of a Facilities Maintenance Management (FMM) tradesperson, focusing on carpentry services.

BASIC FUNCTION OF POSITION:

Support the office and residential Facilities Maintenance Management program by performing a full range of trade crafts, focusing on carpentry services.

MAJOR DUTIES AND RESPONSIBILITIES

Designs, fabricates, paints or finishes and installs cabinets, tables, closets, shelving and other furniture and furnishings. Installs locks, screens, doors, built-in furniture, etc. and performs decorative repair work.

Responsible for job from start to finish: determines supplies, equipment and labor necessary; responsible for all equipment and materials used, and cleanliness of job site when the job is done.

May supervise semi-skilled assistants.

Incumbent supports the full FMM program, focusing on carpentry work, but will also work in other craft areas as required, including electrical, facility/grounds work, painting, plumbing, welding and other crafts.

Performs other duties as required by supervisor, including occasional on-call duty.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education- Completion of technical high school in carpentry courses (Diploma A3)

Prior Work Experience - At least 3 years previous carpentry experience.

Post Entry Training - N/A

Language Proficiency - Level III Swahili and French; Level II English.

Knowledge - Established trade practices.

Skills and Abilities - Ability to perform full range of carpentry work, and use all carpenters' tools.

POSITION ELEMENTS

Supervision Received - All carpentry work will be supervised by the M&R Foreman.

Available Guidelines - Equipment manuals, carpentry drawings.

Exercise of Judgment - Observance of adequate safety measures while handling tools and equipment.

Authority to Make Commitments - N/A

Nature, Level and Purpose of Contacts - Some contact with clients, colleagues, trades helpers and laborers and with vendors and local tradesmen.

Supervision Exercised - Some, over trades helpers and laborers.

Time Required to Perform Full Range of Duties after Entry into the Position - 6 months

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: June 21, 2010

SUBMIT APPLICATION TO:
Human Resources Office
American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: Position Title

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.